



**AGENDA TITLE:** 

Monthly Protocol Account Report

**MEETING DATE:** 

December 21, 201 **■** 

PREPARED BY:

City Clerk

**RECOMMENDED ACTION:** 

None required, information only.

**BACKGROUND INFORMATION:** 

The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's

"Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to

the City Council.

Attached please find the cumulative report through November 30, 2011.

FISCAL IMPACT:

Not applicable.

**FUNDING AVAILABLE:** 

See attached.

Randi Johl City Clerk

RJ/JMR

Attachment

APPROVED:

Konradt Bartlam, City Manager

## PROTOCOL ACCOUNT SUMMARY FISCAL YEAR 2011-12

Cumulative Report through November 30, 2011

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$5,000.00
8/23/11	Nelson Photo Supplies	Certificate Holders	136.29	
8/23/11	Target	Sister City Gift Baskets	129.21	
8/23/11	Michael's Crafts	Sister City Dinner Candles & Confetti	24.68	
8/23/11	JoAnne's Fabrics	Sister City Dinner Tulle Doilies	6.45	
11/9/11	Staples	Certificate Holders	10.76	
11/14/11	Staples	Certificate Holders	47.71	
11/15/11	Creative Trophy & Engraving	Reorganization plaques	88.89	
			Total Expenditures: (\$443.99)	Ending Bal. <b>\$4,556.01</b>

Prepared by: JMR